



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Family Events Coordinator

**FLSA:** Non-exempt – Part-time

**Work Schedule:** 10-12 hours/week; nights & weekends

**Reports To:** Sr. Program Director Family & Teens

**Work Location:** Northwest Family YMCA

**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Sr. Program Director Family & Teens, the Family Events Coordinator carries out coordinator responsibilities in accordance with the YMCA's policies and procedures. Responsibilities include plan, develop and promote Family events and classes. The incumbent will be the lead for all events and classes. With guidance and direction from the Sr. Program Director, the incumbent will direct work and supervise staff, to include performance, annual appraisals, employee recognition, and discipline, also address member complaints and resolve problems.

**Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Create an environment of interest, confidence, and support, within which children and families can grow.
- Establish positive relationships with parents, children, and other staff members; be a positive role model.
- Work with and survey families to find out what their interests are and what they are looking for at the YMCA.
- Plan and implement quality program curriculum and lesson plans for classes, social activities and special events.
- Assist the Sr. Program Director in developing an annual calendar of Family Programs & Events.
- Plan and advertise monthly programs and special events.
- Oversee supervision of all children; maintain that children are never left alone; make sure all children are watched at all times.
- Execute programming, maintain safety of all participants, and create a fun atmosphere for family special events and programs.
- Teach family classes that encourage and engage all children with age-appropriate activities.
- Track monthly attendance numbers.
- Oversee positive reinforcement and behavior management of children.
- Maintain a physically and mentally safe environment for the children.
- Actively support and participate in YMCA functions as notified by the Sr. Program Director.
- Attend all required staff meetings, to include bi-weekly supervisor meetings and give input on programming issues.
- Attend all required trainings.
- Oversee record-keeping including: check-in procedures, monthly newsletter information, lesson plans.
- Inventory, maintain and purchase supplies; special supply requests must be approved by the Sr. Program Director.
- Assist Sr. Program Director to promote family programming.
- Lead and supervise classes, programs and events. Substitute for staff when needed.
- Perform 90-day and annual reviews with the Sr. Program Director for all staff.
- Provide First Aid to children or staff when needed.
- Actively pursue training and learning opportunities and certifications relating to the position; maintain current certifications required by the position.
- Other duties as assigned by the Sr. Program Director Family & Teens.

**Experience and Education:**

- Associates Degree in a child related or Human Services field.
- Minimum of two-years of related work experience working with families and children of all ages, which is the equivalent to the educational requirements.
- Minimum of one-year supervisory and problem solving experience with staff.

**Qualifications:**

- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Ability to read, interpret and effectively communicate document, information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc., train and instruct other staff members; promote the benefits of the YMCA, the facility and programs; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 6 weeks to 11 years old.
- Proven competencies in administration, supervision, program development and fiscal management of department budget, as well as excellent written and verbal communications skills.
- Proficient computer skills and experience with the internet, electronic communications and various software products (i.e. Microsoft Excel and Publisher).
- Ability to observe confidentiality.
- Able to work a flexible work schedule to include evenings and weekends.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold CPR and AED certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Youth Protection Series within the first 90-days of employment.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to involve/serve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Family Events Coordinator is committed to promote an enjoyable environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Family members are informed of Y programs and involved in various program areas
2. Strong relationships with parents and positive community image is developed
3. The Family Events Coordinator has safe and age-appropriate activities
4. High performing staff team with high rates of retention

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, climb, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Center at all times. The noise level in the work environment is moderate to above average.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Tess Kenney, Senior Program Director Family & Teens at (315) 303-5966, ext. 212 or email their application to [tkenney@syracuseymca.org](mailto:tkenney@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 303-5966, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than September 27, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.